

**1. TITLE OF THE CERTIFICATE (HU)**

52 3433 03 ÜZLETI ÜGYINTÉZŐ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)BUSINESS ADMINISTRATOR
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- Business administrators engage in the conduct of domestic and foreign business transactions. His or her main task is to actively cooperate in the realization of transactions concluded by brokers (businessmen). Within this framework and in order to ensure this:
- he or she obtains, prepares and completes licenses, certificates, certifications and other documents necessary for the import, export or domestic distribution of goods and services being subject of the transaction
- performs administration related to the payment of the consideration for the goods or services within the contractual deadline and in accordance with the contractual conditions
- performs tasks related to the transportation of the goods and handles related transportation issues
- continuously monitor the above mentioned work processes, checks, analyses and evaluates their profitability and effectiveness,
- performs administration related to his or her activities, maintains records under his or her authority accurately and in an up-to-date manner
- keep regular contact with authorities and institutions, as well as business partners

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE3629 Other commercial, trade and sales administrator
3619 Other financial administrators**(*) Explanatory notes:**

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|--|--|-----------------------------|------|------------------------------|---|-------------------------------------|--|---|------|----------------------------|---|---|--|-----------------------------------|--|--|---|------------------------------|---|
| <p>Name and status of the institute issuing the certificate</p> | <p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Industry, Commerce and Tourism (IKIM), a vocational qualification-related independent professional committee commissioned by the IKIM</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 52 Intermediate vocational qualification entitling the holder to fill positions requiring physical or intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate.</p> <p>ISCED97 code: 4CV</p> | <p>Grading scale / Pass requirements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 75%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p> | Five -grade: | 5 | excellent | | 4 | good | | 3 | satisfactory | | 2 | pass | | 1 | fail | | | | | | | |
| Five -grade: | 5 | excellent | | | | | | | | | | | | | | | | | | | | | |
| | 4 | good | | | | | | | | | | | | | | | | | | | | | |
| | 3 | satisfactory | | | | | | | | | | | | | | | | | | | | | |
| | 2 | pass | | | | | | | | | | | | | | | | | | | | | |
| | 1 | fail | | | | | | | | | | | | | | | | | | | | | |
| <p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.09.14</p> | <p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Grades of vocational theoretical examination subjects</td> </tr> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Complex written examination</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Complex oral examination (professional and professional basic and additional knowledge)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Practical professional examination (knowledge related to office technique and business correspondence)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table> | 1. Grades of vocational theoretical examination subjects | | Topics/subjects of written examination | | Complex written examination | 5 | Grade of Written Examination | 5 | Topics/subjects of oral examination | | Complex oral examination (professional and professional basic and additional knowledge) | 5 | Grade of Vocational Theory | 5 | 2. Assessment of vocational practical preparedness | | Subjects of practical examination | | Practical professional examination (knowledge related to office technique and business correspondence) | 5 | Grade of Vocational Practice | 5 |
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| Topics/subjects of written examination | | | | | | | | | | | | | | | | | | | | | | | |
| Complex written examination | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Grade of Written Examination | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Topics/subjects of oral examination | | | | | | | | | | | | | | | | | | | | | | | |
| Complex oral examination (professional and professional basic and additional knowledge) | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Grade of Vocational Theory | 5 | | | | | | | | | | | | | | | | | | | | | | |
| 2. Assessment of vocational practical preparedness | | | | | | | | | | | | | | | | | | | | | | | |
| Subjects of practical examination | | | | | | | | | | | | | | | | | | | | | | | |
| Practical professional examination (knowledge related to office technique and business correspondence) | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Grade of Vocational Practice | 5 | | | | | | | | | | | | | | | | | | | | | | |
| <p>Access to next level of education/training</p> <p>Advancement to higher education</p> | <p>International agreements</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>Other information concerning the vocational training process</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Legal basis</p> <p>Act LXXVI of 1993 on vocational training, Decree 18/1995. (VI.6.) of the Ministry of Industry and Trade (IKM) on vocational and examination requirements of business assistant, Professional and examination requirements issued with IKIM Decree No. 46/1997 (IX.5.).</p> | | | | | | | | | | | | | | | | | | | | | | | |

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

| Description of vocational education and training received | Percentage of total programme % | Duration (hours/weeks/months/years) |
|---|---------------------------------|-------------------------------------|
| School-/training centre-based | Theory: 70 % Practice: 30 % | |
| Workplace-based | | |
| Accredited prior learning | | |
| Total duration of the education/training leading to the certificate | | 1 year |

Entry requirements:

- Secondary school leaving examination
- Certificate on the successful completion of the course before the examination

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Filled in by the exam organiser.

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Filled in by the exam organiser.

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

National Reference Point – NSZFH – <http://nrk.nive.hu>

Head of Examination Organiser:

Issue date: 2023.09.14

SEAL